



Break Room Guidelines

November 2012

Cleaning staff sweep & mop floors & remove garbage

Everything else is up to us

Daily Tasks

- Clean up after yourself. **If you...**
 - ...use dishes or utensils – wash them and put away
 - ...spill it – wipe it. Use soap and/or disinfect if necessary
 - ...drop it – pick it up and/or sweep it up
 - ...take it out – put it back
 - ...use it up – replace it
 - ...have leftovers – wrap & put in fridge; or dispose of by Friday - *

Weekly Tasks

- Empty leftovers from fridges every Friday
 - (*) - **NO FOOD should be left in fridges over weekend!**
- Wipe, clean, wash and sanitize tables and chairs

Monthly Tasks

- Clean & sanitize fridges, freezers, counters & microwaves
- Clean & organize cabinets, drawers and shelving
- Clean and maintain break room/department carts

Other

- ARAMARK cleans the Coffee machines every other week
- Day/Night Cleaning Staff cleans floors & removes refuse
- Vending issues: Contact Food Service Manager at ext 7462
- Unexpected cleaning: Contact Facilities Manager at ext 7870

Paul Johnston
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